

PART I	DEPARTMENT OF PERSONNEL SERVICES	9.596
	STATE OF HAWAII	9.597
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	Class Specifications	9.600
	for the	

SCHOOL FOOD SERVICES MANAGER SERIES  
(SCHOOL FOOD SERVICES MGR SERIES)

This series includes all positions involved in site-level management of food services for a public school or schools. The primary function of the school food services program is to provide nutritious, reasonable priced food for public school students.

Positions in this series are responsible for managing and directing the day-to-day operations of a school cafeteria kitchen, dining areas and other food service facilities and equipment associated with the production and serving of USDA School Meal Pattern lunches, breakfasts, supplementary items, and snacks for the After-School Plus (A+) program and other food services. Responsibility for food service operations involves menu planning; the ordering, purchasing and storage of food including bulk food and other supplies; maintenance of fiscal, inventory, and other administrative, operational and personnel records; planning for and arranging for equipment maintenance, repair and replacement; organizing, scheduling, directing and evaluating the work of subordinates, including Cafeteria Helpers, Cooks, School Cooks, School Bakers, and/or Food Service Drivers; insuring compliance with health, sanitation and safety operating requirements; and maintaining effective relationships with faculty, students, and other school staff.

Level determinations in this series are based on the following two criteria:

1. Meal Points:

This is a measure of the volume of production and the attendant complexity involved in work planning, scheduling, and coordination. It is related to the criterion size of staff, but is a more basic and therefore, primary factor in discerning level of complexity so as to warrant consideration as a separate factor.

A Point Award System has been devised by the Department of Education which assigns points (meal points) for each item sold such as lunches, sandwiches, milk, etc. Additionally, a credit of 150 meal points is awarded to the manager of a centralized kitchen for each satellite school serviced by the centralized kitchen.

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## 2. Subordinate Staff:

The kinds and number of subordinates supervised are reflective of the complexity of work planning, organization, direction, control and coordination. It also is indicative of the complexity of involvement in matters of personnel management. Number of subordinates has reference to full-time equivalents (FTE).

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This is the first specification for the new series SCHOOL FOOD SERVICES MANAGER I, II, III, IV, AND V (SCHOOL FOOD SERVICES MGR I, II, III, IV, AND V), which replaces the specification for the classes School Food Services Manager I, II, III, IV, and V, 9.575, 9.580, 9.585, 9.590, and 9.591, approved on August 16, 1971.

Effective Date: September 1, 1990

DATE APPROVED: 11/12/92

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SHARON Y. MIYASHIRO  
Director of Personnel Services

SCHOOL FOOD SERVICES MANAGER I  
(SCHOOL FOOD SERVICES MGR I)

9.956

### Duties Summary:

Manages food service for a school or schools including menu planning, purchasing, storage, recordkeeping, equipment maintenance, repair and replacement, and the supervision of cafeteria personnel; and performs other related duties as assigned.

### Distinguishing Characteristics:

These classes are distinguished on the basis of responsibility for the production and serving of lunch and other food items to the students and staff of one or more schools. The work is performed in accordance with standard operating methods and procedures, departmental policies, the general direction of school principals and district superintendents, and general technical assistance of the district school food services supervisor.

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SCHOOL FOOD SERVICES MANAGER I  
(SCHOOL FOOD SERVICES MGR I)

9.596

This class is characterized by the number of meal points being within the range from 75 to 299 and where the number of subordinates is from 0 to 1 FTE. A position at this level is directly involved in all food service functions, but may require the assistance of a helper while performing actual cooking and/or baking.

SCHOOL FOOD SERVICES MANAGER II  
(SCHOOL FOOD SERVICES MGR II)

9.597

This class is characterized by the number of meal points being within the range of 300 to 899 and where the number of subordinates is from 1 to 3 FTE. A position at this level is involved in all food service functions but may largely direct the preparation of ingredients, cooking and/or baking, serving and cleaning of work areas and equipment. The work also includes the supervision of a subordinate school cook and/or school baker and other cafeteria workers.

SCHOOL FOOD SERVICES MANAGER III  
(SCHOOL FOOD SERVICES MGR III)

9.598

This class is characterized by the number of meal points being within the range of 900 to 1799 and where the number of subordinates is from 3 to 6 FTE. A position at this level largely directs all food preparation, serving and cleaning operations including the supervision of one or more subordinate school cooks and or school bakers and other cafeteria workers.

SCHOOL FOOD SERVICES MANAGER IV  
(SCHOOL FOOD SERVICES MGR IV)

9.599

This class is characterized by the number of meal points being within the range of 1800 to 2999 and where the number of subordinates is from 6 to 9 FTE. A position at this level directs all food preparation, serving and cleaning operations including general oversight of cooking and baking activities involving school cooks and/or school bakers and other cafeteria workers.

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SCHOOL FOOD SERVICES MANAGER V  
(SCHOOL FOOD SERVICES MGR V)

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This class is characterized by the number of meal points being 3000 or more and where the number of subordinates is 9 FTE or more. A position at this level may also work in a situation requiring an extended work day in order to accomplish preparations for the following day's menu and may require the assistance of subordinate full supervisory positions over the school cooks, school bakers, and other cafeteria workers.

Examples of Duties:

Consults with the principal, district superintendent, district school food services supervisor, and other School Food Services Branch staff to develop plans for equipment, facilities, and operations; plans and directs school food services operations; reviews and revises internal operating procedures; prepares menus and develops work plans and schedules USDA School Meal Pattern meals and other school food services; participates in the interview and selection of cafeteria employees; organizes, directs, schedules, reviews, and evaluates and counsels subordinate cafeteria workers, cooks, school cooks, school bakers, and/or food service drivers on work performance; instructs subordinates in proper work practices, methods, and equipment operations in conformity with safety and sanitation requirements and regulations; purchases foods and supplies and arranges for the receipt and storage of supplies and commodities; maintains cash, sales, inventory and supply, personnel, State and federal, and other related records manually or with the assistance of a computer; prepares and/or supervises the preparation of food and the cleaning of food service facilities and equipment; schedules and supervises the maintenance and repair of equipment; may coordinate satellite food serving operations involving the preparation, scheduling, and supervising of personnel and the delivery, transporting, serving and clean-up after serving of food to a satellite food service facility or facilities; participates in staff meetings and workshops; and may supervise students assigned to work in the cafeteria.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of food preparation and quantity cookery; management principles and practices of food service operations; sanitation and safety practices; principles and practices of menu planning; purchasing and storage of food and supplies; and fiscal recordkeeping. In addition, for the II through V levels, principles and practices of supervision.

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Ability to: Plan, organize, direct, control and coordinate food service functions; train, supervise, and evaluate the work of others; plan menus; keep accurate records; do bookkeeping; prepare operational reports; deal effectively with students, faculty, and others; and learn and use automated equipment to perform assigned duties.